

EXHIBIT A

***Services Agreement
Indiana Housing and Community Development Authority***

«Project Name»

«Contract No.»

DUE DILIGENCE CHECKLIST

	<u>ITEM</u>	<u>DATE COMPLETED</u>
1.	Table of Contents listing all items contained in Application package (each numerical item should be in a separate PDF)	
2.	Section 1602 Exchange Application	
3.	Statement by the Owner summarizing reasons for the development's readiness	
4.	Statement by Owner explaining good faith efforts to obtain investment commitments for tax credits and the supporting documents	
5.	Detailed Report by the Owner of Project's current status, including all current plans and specifications, construction agreement(s), state and local permits, zoning dated within 12 months of the date of the Application	
6.	All current Project Financing Documentation (construction, permanent and/or secondary) that supports the requested amount of Section 1602 funding	
7.	Statement explaining changes (if any) to the development team	
8.	Updated Capital Needs Assessment (for rehabilitation projects only) if the original was completed more than 12 months from the date of the Application, prepared by an Indiana-licensed architect or engineer	
9.	Updated Environmental Assessment if original was completed more than 12 months from the date of the Application. If the original assessment was completed within 18 months of the date of the Application and was originally submitted to IHCD, written documentation (i.e., an affidavit) from the environmental professional that completed the assessment stating that no additional environmental issues have been discovered, is acceptable	
10.	Updated Market Study if original was completed more than 12 months from the date of the Application, prepared by an IHCD-approved market study provider	

11.	Updated Site Control if original was completed more than 12 months from the date of the Application, including Warranty Deed, Exclusive Option(s) to Purchase, Land Contract, etc. which demonstrates owner's ability to maintain site control through the anticipated closing date	
12.	Any other necessary third party reports	
13.	Any other documents required by IHCD	

By: _____

Date: _____

Printed Name: _____